

Required English Learner Student Documentation

Description:

Records documenting the Local Education Agency's (LEA) compliance with uniform statewide EL entrance and exit procedures, as required under the ESEA/ESSA. Records documenting the ESOL language instruction program provided to identified English learners (ELs) per Office for Civil Rights (OCR) Guidance.

Retention of Records: 5 years

http://www.georgiaarchives.org/records/local_government/schedules/51/P20

Location of Records:

Scanned documents, digital documents, or permanent/cumulative paper records

- EL student records are reviewed during Federal Programs Cross-Functional Monitoring (CFM) in any format the LEA provides them.

State & Federally Required Documentation:

- 1. Initial Home Language Survey (HLS)**, completed by parent or legal guardian, in a language and format the family understands and/or documentation that the HLS was orally interpreted before completion – with parents' signature and date on parents' language version.
 - The updated HLS form is required January 2024. Both versions of the HLS are acceptable from January 2023-December 2023.
 - The GADOE ESOL website provides several sample [HLS forms](#) in 20 languages.
 - The HLS is a **one-time** document during student enrollment and should follow the student to all school or school systems where he is enrolled throughout his school career. (OCR, State, Title III guidance).
 - If the parents' preferred language for school communication is "English", then an English-only HLS is acceptable.
 - If HLS is embedded in the online registration process, ensure a copy is placed in the student's permanent record.
 - Initial HLS may be uploaded to the ELP Screener application in SLDS.
 - An OCR requirement. See 2015 ED/OCR [Dear Colleague Letter](#), Section A, pp. 10-12.
- 2. English Language Proficiency (ELP) Screener Score Results** demonstrating initial eligibility or non-eligibility for EL status if the HLS indicated a language other than English.
 - Dated documentation of the results of the ELP Screener.
 - Screener results may also be uploaded to the ELP Screener application in SLDS.



3. Copies of annual **WIDA ACCESS / Alternate ACCESS Individual Score Reports (ISRs) for each year** the student was administered the ELP Assessment.
 - An OCR requirement. See 2015 ED/OCR [Dear Colleague Letter](#), Section H, pp. 32-35.
4. *When Applicable: Parent Refusal or Waiver form* with signature/date in parent's preferred language of communication.
 - An OCR requirement. See 2015 ED/OCR [Dear Colleague Letter](#), Section G, pp. 29-32.
 - One required for each year parents opt out of the ESOL language instruction program for their child.
5. *When Applicable: Documentation of Student's Exit from EL Status – EL Reclassification Form* when applicable.
 - An OCR requirement. See 2015 ED/OCR [Dear Colleague Letter](#), Section H, pp. 32-35.
6. *When Applicable: Documentation of two years of monitoring* the academic progress/achievement of Former ELs (EL = '1' and EL = '2' students).
 - An OCR requirement. See 2015 ED/OCR [Dear Colleague Letter](#), Section H, pp. 32-35.

State Required Documentation:

(Not reviewed during CFM Processes)

1. **EL-TPC Documentation** for Assessment Purposes Only
 - It is expected that the ESOL Coordinator is following the state's Assessment requirements with regards to EL-TPC documentation as described in the current year's Student Assessment Handbook on the [GADOE Assessment website](#).
2. **Parent Notification for ESOL Language Program services**
 - An OCR requirement. See 2015 ED/OCR [Dear Colleague Letter](#), Section G, pp. 29-32.
 - Maintain in case of an OCR review.
 - Parent Notification Letter Templates on [ESOL Form Bank](#).

Title I, Part A Required Documentation:

(Reviewed during CFM by Title I, Part A)

1. **Parent Notification for Title IA or Title IIIA Supplemental Language Program Services**
 - Check with a Title IA Specialist regarding maintenance of a copy of this letter for records/documentation.
 - The [GADOE Family-School Partnership website](#) provides templates of Title I-compliant PNOS forms in 15 languages.

Additional information: *EL Language Programs – State Guidance* on the [ESOL Language Program](#) webpage